

**Title 5, California Code of Regulations**

**Division 1, Chapter 2**

**California High School Exit Examination**

**Subchapter 6. California High School Exit Examination**

**Article 1. General**

**§ 1200. Definitions.**

For the purposes of the high school exit examination, the following definitions shall apply:

(a) “Section,” “portion,” and “part(s)” of the examination shall refer to either the English/language arts section of the high school exit examination or the mathematics section of the high school exit examination.

(b) An “administration” means an eligible pupil's or eligible adult student's taking both the English/language arts and mathematics sections of the high school exit examination or either section during a test cycle.

(c) “Test cycle” means one of the opportunities provided each year by the Superintendent of Public Instruction for an eligible pupil or eligible adult student to take the high school exit examination.

(d) “Grade level” for the purposes of the high school exit examination means the grade assigned to the pupil by the school district.

(e) “Eligible pupil” means one who is enrolled in a California public school in any of grades 9, 10, 11, or 12 who has not passed either the English/language arts section or the mathematics section of the high school exit examination.

(f) “Eligible adult student” is a person who is enrolled in an adult school operated by a school district and who has not passed either the English/language arts section or the mathematics section of the high school exit examination. This term does not include pupils who are concurrently enrolled in high school and adult school.

(g) "Test administrator" means a certificated employee of a school district who has received training in the administration of the high school exit examination from the high school exit examination district or test site coordinator.

(h) "Test proctor" is an employee of a school district who has received training specifically designed to prepare him or her to assist the test administrator in administration of the high school exit examination.

(i) "School districts" includes school districts, county offices of education, and any charter school that does not elect to be part of the school district or county office of education that granted the charter.

Note: Authority Cited: Section 33031, Education Code. Reference: Sections 52504 and 60851, Education Code.

## **Article 2. Administration**

### **§ 1203. Pupil or Adult Student Identification.**

School personnel at the test site shall be responsible for the accurate identification of eligible pupils or adult students who are to be administered the high school exit examination through the use of photo-identification, positive recognition by the test administrator, or some equivalent means of identification.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851, Education Code.

### **§ 1204. Grade 10 Census.**

Each pupil in grade 10 shall take the high school exit examination only at the spring administration.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(b), Education Code.

### **§ 1205. Documentation.**

School districts shall maintain a record of all pupils and adult students who participate in each test cycle of the high school exit examination. This record shall include the following information for (1) the English/language arts section, and (2) the mathematics section, for each test cycle:

- (a) The date on which each section of the examination was offered.
- (b) The names of each pupil and adult student who took each section of the examination.
- (c) The grade level of each pupil who took each section of the examination.
- (d) Whether each pupil or adult student passed or did not pass the section or sections of the examination taken.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(d), Education Code.

### **§ 1206. Pupil or Adult Student Information.**

(a) School districts shall maintain in each pupil's or adult student's permanent record the following information:

- (1) The date on which the pupil or adult student took each section of the examination.
- (2) Whether the pupil or adult student passed or did not pass each section of the examination taken.

(b) The record required by Section 1205 shall be created and the information required by subdivision (a) of this section shall be entered in each pupil's or adult student's record prior to the subsequent test cycle.

Note: Authority Cited: Section 33031, Education Code. Reference: Sections 60851(a) and (d), Education Code.

**§ 1207. Data for Analysis of Pupil or Adult Student Performance.**

(a) Each school district shall provide the publisher of the high school exit examination the following information for each pupil or adult student tested for purposes of the analyses required pursuant to Education Code Section 60855:

(1) Date of birth

(2) Grade level

(3) Gender

(4) Language fluency and home language

(5) Special program participation

(6) Participation in free or reduced priced meals

(7) Enrolled in a school that qualifies for assistance under Title 1 of the Improving America's Schools Act of 1994

(8) Testing accommodations

(9) Handicapping condition or disability

(10) Ethnicity

(11) District mobility

(12) Parent education

(13) Post-high school plans

(b) The information is for the purposes of aggregate analyses only and shall be provided and collected as part of the testing materials for the high school exit examination.

(c) School districts shall provide the same information for each eligible pupil enrolled in an alternative or off-campus program as is provided for all other eligible pupils.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60855, Education Code.

**§ 1208. Notice.**

A school district shall maintain documentation that the parent or guardian of each pupil has received written notification as required by Education Code sections 48980(e) and 60850(f)(1).

Note: Authority Cited: Section 33031, Education Code. Reference: Sections 48980(e), and 60850(e) and (f), Education Code.

**§ 1209. High School Exit Examination District Coordinator.**

(a) On or before July 1 of each school year, the superintendent of each school district shall designate from among the employees of the school district a high school exit examination district coordinator. The superintendent shall notify the publisher of the high school exit examination of the identity and contact information for the high school exit examination district coordinator. The high school exit examination district coordinator, or the school district superintendent or his or her designee, shall be available throughout the year and shall serve as the liaison between the school district and the California Department of Education for all matters related to the high school exit examination.

(b) The high school exit examination district coordinator's responsibilities shall include, but not be limited to, the following:

(1) Responding to correspondence and inquiries from the publisher in a timely manner and as provided in the publisher's instructions.

(2) Determining school district and individual school examination and test material needs in conjunction with the test publisher.

(3) Overseeing the acquisition and distribution of examinations and test materials to individual schools and sites.

(4) Maintaining security over the high school exit examination and test data using the procedure set forth in Section 1211. The high school exit examination district coordinator shall sign the Test Security Agreement set forth in Section 1211 prior to receipt of the test materials.

(5) Overseeing the administration of the high school exit examination to eligible pupils or adult students.

(6) Overseeing the collection and return of all test materials and test data to the publisher within any required time periods.

(7) Assisting the test publisher in the resolution of any discrepancies in the test information and materials.

(8) Ensuring that all examinations and test materials are received from school test sites within the school district no later than the close of the school day on the school day following administration of the high school exit examination.

(9) Ensuring that all examinations and test materials received from school test sites within the school district have been placed in a secure school district location by the end of the day following the administration of those tests.

(10) Ensuring that all test materials are inventoried, packaged, and labeled in accordance with instructions from the publisher. The test materials shall be ready for pick-up by the publisher at a designated location in the school district no more than five (5) working days following administration of the English/language arts or the mathematics section in the school district.

(11) Ensuring that the high school exit examinations and test materials are retained in a secure, locked location, in the unopened boxes in which they were received from the test publisher, from the time they are received in the school district until the time they are delivered to the test sites.

(c) Within seven (7) working days of completion of school district testing, the superintendent and the high school exit examination district coordinator shall certify to the California Department of Education that the school district has maintained the security and integrity of the examination, collected all data and information as required, and returned all test materials, answer documents, and other materials included as part of the high school exit examination in the manner and as otherwise required by the publisher.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(c) , Education Code.

**§ 1210. High School Exit Examination Test Site Coordinator.**

(a) Annually, the superintendent of the school district shall designate a high school exit examination test site coordinator for each test site, including, but not limited to, each charter school, each court school, and each school or program operated by a school district, from among the employees of the school district. The high school exit examination test site coordinator, or the site principal or his or her designee, shall be available to the high school exit examination district coordinator for the purpose of resolving issues that arise as a result of the administration of the high school exit examination.

(b) The high school exit examination test site coordinator's responsibilities shall include, but not be limited to, all of the following:

- (1) Determining site examination and test material needs.
- (2) Arranging for test administration at the site.
- (3) Training the test administrator(s) and test proctors as provided in the test publisher's manual.
- (4) Completing the Test Security Agreement and Test Security Affidavit prior to the receipt of test materials.
- (5) Overseeing test security requirements, including collecting and filing all Test Security Affidavit forms from the test administrators and other site personnel involved with testing.
- (6) Maintaining security over the examination and test data as required by Section 1211.
- (7) Overseeing the acquisition of examinations from the school district and the distribution of examinations to the test administrator(s).
- (8) Overseeing the administration of the high school exit examination to eligible pupils or adult students at the test site.

(9) Overseeing the collection and return of all testing materials to the high school exit examination district coordinator no later than the close of the school day on the school day following administration of the high school exit examination.

(10) Assisting the high school exit examination district coordinator and the test publisher in the resolution of any discrepancies between the number of examinations received from the high school exit examination district coordinator and the number of examinations collected for return to the high school exit examination district coordinator.

(11) Overseeing the collection of all pupil or adult student data as required to comply with Sections 1204, 1205, and 1206 of these regulations.

(12) Within three (3) working days of completion of site testing, the principal and the high school exit examination test site coordinator shall certify to the high school exit examination district coordinator that the test site has maintained the security and integrity of the examination, collected all data and information as required, and returned all test materials, answer documents, and other materials included as part of the high school exit examination in the manner and as otherwise required by the publisher.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(c) , Education Code.

#### **§ 1211. Test Security.**

(a) High school exit examination test site coordinators shall ensure that strict supervision is maintained over each pupil or adult student who is being administered the high school exit examination both while the pupil or adult student is in the room in which the test is being administered and during any period in which the pupil or adult student is, for any purpose, granted a break from testing.

(b) Access to the high school exit examination materials is limited to pupils taking the examination for the purpose of graduation from high school and adult students taking the



examination for the purpose of obtaining a diploma of graduation and employees of a school district directly responsible for administration of the examination.

(c) All high school exit examination district and test site coordinators shall sign the California High School Exit Examination Test Security Agreement set forth in subdivision (d).

(d) The California High School Exit Examination Test Security Agreement shall be as follows:

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION  
TEST SECURITY AGREEMENT

(1) The coordinator will take all necessary precautions to safeguard all tests and test materials by limiting access to persons within the school district with a responsible, professional interest in the test's security.

(2) The coordinator will keep on file the names of persons having access to examinations and test materials. All persons having access to the materials shall be required by the coordinator to sign the California High School Exit Examination Test Security Affidavit that will be kept on file in the school district office.

(3) The coordinator will keep the tests and test materials in a secure, locked location, limiting access to only those persons responsible for test security, except on actual testing dates as provided in California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 6.

By signing my name to this document, I am assuring that I and anyone having access to the test materials will abide by the above conditions.

By:

Title:

School District:

Date:

(e) Each high school exit examination test site coordinator shall deliver the examinations and

test materials only to those persons actually administering the high school exit examination on the date of testing and only upon execution of the California High School Exit Examination Test Security Affidavit set forth in subdivision (g).

(f) All persons having access to the California High School Exit Examination, including but not limited to the high school exit examination test site coordinator, test administrators, and test proctors, shall acknowledge the limited purpose of their access to the test by signing the California High School Exit Examination Test Security Affidavit set forth in subdivision (g).

(g) The California High School Exit Examination Test Security Affidavit shall be completed by each test administrator and test proctor:

CALIFORNIA HIGH SCHOOL EXIT EXAMINATION  
TEST SECURITY AFFIDAVIT

I acknowledge that I will have access to the high school exit examination for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- (1) I will not divulge the contents of the test to any other person.
- (2) I will not copy any part of the test or test materials.
- (3) I will keep the test secure until the test is actually distributed to pupils.
- (4) I will limit access to the test and test materials by test examinees to the actual testing periods.
- (5) I will not permit pupils or adult students to remove test materials from the room where testing takes place.
- (6) I will not disclose, or allow to be disclosed, the contents of, or the scoring keys to, the test instrument.
- (7) I will return all test materials to the designated high school exit examination test site coordinator upon completion of the test.

(8) I will not interfere with the independent work of any pupil or adult student taking the examination and I will not compromise the security of the test by means including, but not limited to:

(A) Providing eligible pupils or adult students with access to test questions prior to testing.

(B) Copying, reproducing, transmitting, distributing or using in any manner inconsistent with test security all or any portion of any secure high school exit examination test booklet or document.

(C) Coaching eligible pupils or adult students during testing or altering or interfering with the pupil's or adult student's responses in any way.

(D) Making answer keys available to pupils or adult students.

(E) Failing to follow security rules for distribution and return of secure tests as directed, or failing to account for all secure test materials before, during, and after testing.

(F) Failing to follow test administration directions specified in test administration manuals.

(G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.

Signed:

Print Name:

Position:

School:

School District:

Date:

(h) To maintain the security of the high school exit examination, all high school exit examination district and test site coordinators are responsible for inventory control and shall use appropriate inventory control forms to monitor and track test inventory.

(i) The security of the test materials that have been duly delivered to the school district is the

sole responsibility of the school district until all test materials have been inventoried, accounted for, and delivered to the common or private carrier designated by the publisher.

(j) Secure transportation within a school district is the responsibility of the school district once materials have been duly delivered to the school district.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(c), Education Code.

#### **§ 1212. Test Site Delivery.**

School districts shall deliver the booklets containing the English/language arts section of the high school exit examination to the school test site no more than two working days before that section is to be administered and shall deliver the booklets containing the mathematics section of the examination to the school test site no more than two working days before that section is to be administered.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(c), Education Code.

### **Article 3. Accommodations**

#### **§ 1215. Timing/Scheduling.**

All pupils and adult students may have additional time to complete the examination, within the limits imposed by test security as provided in Section 1211.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(c), Education Code.

#### **§ 1216. Allowable Accommodations for Pupils or Adult Students with Disabilities, or for English Learners.**

The purpose of the high school exit examination is to assure that pupils and adult students who graduate from high school have demonstrated in English the skills, knowledge and abilities embodied in the state standards in English language arts and mathematics selected for the high

school exit examination. To assure that the high school exit examination is a valid measure of each pupil's or adult student's skills, knowledge and abilities in relationship to these standards, accommodations will be allowed that are necessary and appropriate to afford access to the test, consistent with federal law, so long as the accommodations do not fundamentally alter what the examination is designed to measure.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60850(g), Education Code.

**§ 1217. Pupils or Adult Students with Disabilities.**

(a) Where necessary to access the test, pupils or adult students with disabilities shall take the high school exit examination with those accommodations that are necessary and appropriate to address the pupil's or adult student's identified disability(ies) and that have been approved by their individualized education program teams or 504 plan teams, including but not limited to those accommodations that the pupil or adult student has regularly used during instruction and classroom assessments, provided that such accommodations do not fundamentally alter what the test measures. Approved accommodations for the high school exit examination must be reflected in the pupil's or adult student's individualized education program or 504 plan.

(b) Accommodations that do not fundamentally alter what the test measures include, but may not be limited to:

(1) Presentation accommodations: Large print versions; test items enlarged through mechanical or electronic means; Braille transcriptions provided by the test publisher or a designee; markers, masks, or other means to maintain visual attention to the test or test items; reduced numbers of items per page; audio presentation on the math portion of the test, provided that an audio presentation is the pupil's or adult student's only means of accessing written material.

(2) Response accommodations:

(A) Verbal, written, or signed responses; responses made with mechanical or electronic assistance as long as the mechanical or electronic device is used solely to record the pupil's or adult student's response. If a person is required to transcribe the pupil's or adult student's responses to the format required by the examination, the transcriber shall be an employee of the school district who has signed the Test Security Affidavit.

(B) Assistive devices and technologies that are regularly used during testing provided that no technology or assistive device may be used that fundamentally alters what the test measures.

(3) Scheduling accommodations: More frequent breaks during the regularly scheduled test session; multiple sessions, provided that a pupil or adult student does not have access to test items that will be presented in a future session or sessions.

(4) Setting accommodations: Special or adaptive furniture; special lighting or acoustics; an individual carrel or study enclosure; a separate room provided that the pupil or adult student is directly supervised by school personnel who have signed the Test Security Affidavit.

(c) The following accommodations are not allowed because they have been determined to fundamentally alter what the test measures:

(1) Calculators on the math portion of the test.

(2) Audio or oral presentation of the English/language arts portion of the test.

(d) If the pupil's or adult student's individualized education program team or 504 plan team proposes an accommodation for use on the high school exit examination that is not included in subdivision (b), the school district may submit a request for accommodation pursuant to Section 1218.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60850(g), Education Code.

#### **§ 1217.5. English Language Learners.**

English learners must read and pass the high school exit examination in English. School

districts must evaluate pupils to determine if they possess sufficient English language skills at the time of the examination to be assessed with the test. If the pupil does not possess sufficient English language skills to be assessed, the school district, in addition to the instruction in reading, writing, and comprehension in the English language specified in Education Code section 60852, may provide additional time as provided in Section 1215.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60850(e)(2), Education Code.

**§ 1218. Requests for Accommodations.**

(a) The school district may file a request for accommodation with the California Department of Education for a case-by-case determination of the use of accommodations that are not included in Section 1217(b). Requests must be received by the California Department of Education at least nine (9) weeks in advance of the pupil's or adult student's proposed administration of the high school exit examination.

(b) The request for accommodation must include:

- (1) A description of the pupil's or adult student's disability(ies).
- (2) A description of the requested accommodation.
- (3) A statement that the pupil's or adult student's individualized education program team or 504 plan team has determined that the requested accommodation is appropriate and necessary to address the pupil's or adult student's identified disability(ies).

(4) An explanation of how the requested accommodation would allow the pupil or adult student to access the high school exit examination.

(c) The California Department of Education shall make a determination of whether the requested accommodation would fundamentally alter what the test measures. The California Department of Education's determination shall be the final administrative decision.

(d) The California Department of Education shall issue its decision on each request and shall

inform the school district in writing at least six (6) weeks in advance of the pupil's or adult student's proposed administration of the high school exit examination.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60850, Education Code.

#### **§ 1219. Independent Work of the Pupil or Adult Student.**

In implementing accommodations pursuant to Section 1216 or 1217, school districts shall ensure that all test responses are the independent work of the pupil. School districts and school district personnel are prohibited from assisting any pupil in determining how the pupil or adult student will respond to each question, and are prohibited from leading or directing the pupil or adult student to a particular response.

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60850(g), Education Code.

#### **§ 1219.5. Invalidation of Test Scores.**

If a school district allows a pupil or adult student to take the high school exit examination with one or more accommodations that are determined by the California Department of Education to fundamentally alter what the test measures, that pupil's or adult student's test score or scores will be invalidated.

Note: Authority Cited: Section 33031, Education Code. Reference: Sections 60850(c) and (g), Education Code.

### **Article 4. Cheating**

#### **§ 1220. Cheating.**

(a) Any pupil or adult student found to have cheated or assisted others in cheating, or to have compromised the security of the high school exit examination shall have his or her test marked as "invalid" and the pupil or adult student shall not receive a score from that test administration.

(b) The school district shall notify each eligible pupil or adult student prior to each



administration of the high school exit examination of the provisions of subdivision (a).

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(b) and (c), Education Code.

## **Article 5. Apportionment**

### **§ 1225. Apportionment.**

(a) For each test cycle, each school district shall report to the California Department of Education the number of examinations administered.

(b) The superintendent of each school district shall certify the accuracy of all information submitted. The report required by subdivision (a) shall be filed with the State Superintendent of Public Instruction within ten (10) working days of completion of each test cycle in the school district.

(c) The amount of funding to be apportioned to the school district for the high school exit examination shall be equal to the product of the amount per administration established by the State Board of Education to enable school districts to meet the requirements of subdivisions (a), (b) and (c) of Education Code section 60851 times the number of tests administered to pupils and adult students in the school district as determined by the certification of the school district superintendent pursuant to subdivision (b).

Note: Authority Cited: Section 33031, Education Code. Reference: Section 60851(a), Education Code.